



Origen Employer's Guide to Expense Recording, Tracking and Reimbursement

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Introduction

Expense reimbursement is a process by which employees are compensated for approved expenses incurred on behalf of the company. These expenses typically include travel, meals, lodging, and other business-related costs. Reimbursement ensures that employees are not financially burdened by these expenses and that the company accurately tracks and manages its operational costs.

Reimbursement Process Overview

To streamline the expense reimbursement process, Origen uses Tallie, a modern expense management software. All expense submissions must be completed through Tallie.

Submission Deadline

Employees must submit their expense reports via Tallie by the 20th of each month. This ensures timely processing and reimbursement within the month.

Payment Schedule

Expense reimbursements are processed and paid out at the end of each month.

Step-by-Step Guide to Expense Reimbursement

1. Gathering Receipts and Documentation

Before submitting an expense report, ensure you have all necessary receipts and documentation. This typically includes:

- Receipts for meals, travel, and lodging.
- Proof of business-related expenses (e.g., conference fees, client meeting costs, supervisor pre-approval).
- Mileage logs if claiming mileage reimbursement.

2. Logging into Tallie

Access Tallie directly via the Tallie website. Use your Origen credentials to log in.

3. Creating an Expense Report

- **Create New Report:** Navigate to the “Create New Report” section.
- **Enter Details:** Fill in the necessary details, including the report name, date, and purpose of the expenses.
- **Add Expenses:** Use the “Add Expense” button to input each individual expense. Attach the corresponding receipt or documentation to each entry.

4. Categorizing Expenses

Ensure that each expense is categorized correctly. Common categories include:

- Travel (Travel ticket)
- Meals and Entertainment (you should specify the name of the client, or the project code associated with this meal/entertainment expense). All Meals needs to exclude Alcohol, unless it's a Dinner with a client that needs to be approved by the Company in advance
- Lodging (Hotel arrangement)
- Office Supplies (merchant receipt)
- Internet Access and connectivity (if approved, the internet fee should not exceed the standard market value).
- Cellular: All Corporate Lines should be added to the corporate Verizon Plan.

5. Reviewing and Submitting

- **Review Entries:** Double-check all entries for accuracy, ensuring all receipts are attached, and expense details are correct, including the expense category and either the customer's name or project code associated to this expense
- **Expenses reimbursed by the client:** Make sure you specify in case the expense is reimbursed by the client by marking “Y” on the billable box, once you are entering the expense in Tallie.
- **Submit Report:** Once reviewed, submit the expense report for approval.

6. Approval Process

Submitted expense reports will be reviewed by the finance department. If any issues or discrepancies are found, the report may be sent back for revision.

7. Receiving Reimbursement

Approved expense reports will be processed, and reimbursements will be issued at the end of the month.

Origen Technology is not responsible for reimbursement associated to interest fee or late fee payment.

Tips for Smooth Reimbursement

- **Timely Submissions:** Always submit expenses by the 20th to avoid delays.
- **Clear Documentation:** Ensure all receipts and documents are legible and correctly attached.
- **Accurate Categorization:** Properly categorize each expense to prevent issues during the approval process.

Frequently Asked Questions

What if I miss the submission deadline?

If you miss the 20th deadline, your expenses will be processed the following month.

What types of expenses are reimbursable?

Expenses must be business-related. Common reimbursable expenses include travel, meals, lodging, and office supplies. Always refer to the company's expense policy for detailed guidelines.

How do I handle lost receipts?

It is mandatory to have the receipts of all expenses, otherwise, we cannot reimburse the employee.

Who do I contact for support with Tallie?

For assistance with Tallie, contact the finance department.



By following this guide and adhering to the company's expense policies, you can ensure a smooth and efficient reimbursement process.

Thank you for your cooperation and timely submissions.

The terms of service were last updated on 07/15/2024.